Global Horizon
TRAINING CENTER

Training Course:
Advanced Document Management System

30 August - 3 September 2027
Kigali (Rwanda)

Training Course:
Advanced Document Management System

Training Course code: MA235231 From: 30 August - 3 September 2027 Venue: Kigali (Rwanda) - Training Course Fees: 6350 Euro

Introduction:

Welcome to the Advanced Document Management System Training Program, designed by Global Horizon Training Center. In this program, you will gain a comprehensive understanding of advanced document management techniques, tools, and best practices. You will learn to harness the power of document management systems to enhance productivity, reduce errors, and streamline information workflows.

Objectives:

Upon completion of this training program, participants will be able to:

- Understand the fundamentals of document management and its importance.
- Implement advanced document indexing and retrieval strategies.
- Efficiently organize and categorize documents within a digital environment.
- Implement version control and document tracking mechanisms.
- Utilize security and access control features in document management systems.
- Automate document workflows and collaboration processes.
- Evaluate and select appropriate document management software for specific organizational needs.

Target Audience:

This program is designed for:

- Professionals involved in document handling and management.
- Information Technology specialists responsible for implementing document management systems.
- Office managers and administrators seeking to enhance document organization.
- Small business owners interested in improving document management processes.
- Individuals looking to advance their careers in information management and related fields.

Outlines:

Day 1: Introduction to Document Management

- Understanding the importance of document management.
- Types of document management systems.
- The role of document management in organizational efficiency.
- Selecting the right document management system.

Day 2: Document Organization and Indexing

- Document categorization and classification.
- Metadata and tagging for efficient retrieval.
- Best practices for naming conventions.
- Folder structures and hierarchies.

Day 3: Version Control and Tracking

- Implementing version control strategies.
- Tracking document revisions and changes.
- Auditing and maintaining document history.
- Managing document life cycles.

Day 4: Security and Access Control

- User authentication and access permissions.
- Data encryption and security features.
- Compliance and regulatory considerations.
- Disaster recovery and backup strategies.

Day 5: Workflow Automation and Collaboration

- Streamlining document workflows.
- Collaboration tools within document management systems.
- Integrating document management with other business processes.
- Measuring and improving document management system performance.

Registration form on the Training Course: Advanced Document Management System

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
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Telephone: +201095004484 to provisionally reserve your place.	Fax your completed registration form to: +20233379764	E-mail to us : info@gh4t.com or training@gh4t.com	Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.